

Outdoor Special Event Guide 2006



First Nationally Accredited Municipal
Recreation Department

*Outdoor Special Events are events held for recreational, cultural,
entertainment or community life purposes.*

Revised 12/05

Dear Special Event Organizer:

Special events are important to the fabric of our community. They bring a special vitality and excitement to our city that enhances the quality of life for all of our citizens and visitors. We are pleased to provide you with the City of Asheville's Outdoor Special Event Guide.

Asheville's City Council has established a festival and special events policy for major special events, co-sponsored events, and festivals. In order for these events to occur in Asheville, they must follow the guidelines that were established with this policy. They include the following:

- Major festivals or special events, sponsored or co-sponsored, must be approved by City Council at the beginning of each calendar year. Applications for major festivals/events for 2006 were due in the Parks and Recreation offices December 20, 2005.
- All other outdoor special events require receipt of an application **21 days prior** to the event.

If you plan to organize a special event in the City of Asheville, please read the entire Outdoor Special Event Guide to fully understand the rules, requirements and responsibilities of an Event Organizer. Fill out all appropriate permit application forms and answer each question with as much detail as possible. Return all applications and necessary information and fees to:

Asheville Parks and Recreation, 4th Floor of City Hall,

or mail to:

City of Asheville

Parks & Recreation Department

P.O. Box 7148

Asheville, NC 28802

Irby Brinson
Director

Janet Dack
Event Specialist

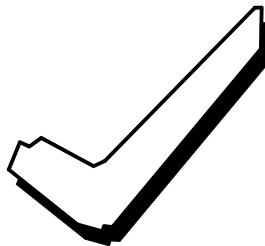
City of Asheville
Parks and Recreation Department

Instructions for applying for an Outdoor Special Event

1. Read this information guide thoroughly.
2. Complete the Special Events Permit Application (**download separately**).
3. Retrieve / Download a map of a particular site. If a map of the site of your choice is not available, on a separate piece of paper draw a site map showing streets to be closed, tent placement, parade/run routes or other similar events or activities. Include your site map with the Special Events Permit Application (**download separately**).
4. If your event requires other permits as indicated by the Outdoor Special Event Guide, complete the necessary forms and include them with all applicable fees with the Special Events Permit Application.
5. Return the application with a \$25 non-refundable processing fee to the City of Asheville Parks and Recreation Department, 4th Floor of City Hall, or mail to: City of Asheville, Parks and Recreation Department, P.O. Box 7148, Asheville, NC 28802.
6. All applications and related forms must be returned **no later than 21 days prior to the event**.
7. All applications are posted and reviewed by a Special Events Task Team that represents all City of Asheville departments. After review, applications are either approved or rejected, and a permit is issued only after all required permits and documentation have been received, and all applicable fees have been paid.

Note: If this is a large scale, major event, as determined by the Parks and Recreation Department, this application package must be completed in accordance with the festival and special events policy, i.e. approval at least one year in advance with City Council approval in January of each year.

If you have any questions or need help completing the applications, please contact Janet Dack, Asheville Parks and Recreation, 828-259-5738 or jdack@ashevillenc.gov.



CITY OF ASHEVILLE OUTDOOR SPECIAL EVENT GUIDELINES

The City of Asheville utilizes the following criteria when evaluating and scheduling festivals and special events:

- The nature of the event and how it can serve the community of Asheville,
- The dates and times during which the event will occur,
- The location(s) of the festival and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the City,
- Whether the activities are in compliance with other applicable laws,
- Whether the event is to benefit non-profit community service organizations,
- The general health, safety and welfare of the participants in the event and the citizens of Asheville,
- The impact and/or cost of the event on City support services,
- The frequency of the event or similar event(s).

Individuals, organizations and agencies wishing to conduct a special event on City of Asheville property and/or public rights-of-way are required to obtain a permit in advance. Special Event Permits must be obtained for the following events or similar activities whenever held on City-owned property or on public rights-of-way within the City:

Festivals	Walks	Runs	Concerts
Park Events	Parades	Filming	Block Parties
Carnivals	Performances	Races	Ceremonies

Commercial events or festivals that generate profit for the private sector shall be permitted only if the applicant submits evidence to the City Manager or her/his designee that the festival constitutes a community service.

A NOTE ON FREE SPEECH: The City of Asheville encourages free expression of ideas. No permit is required for non-commercial speech activities, but notification of City officials and reservation of City facilities is **required** to avoid conflict with other events. Any of the above stated activities that relate to free speech issues including picketing are specifically covered by other parts of the City Code, and are subject to different requirements. If you have any questions about a particular event or activity, whether a permit is required, or what type of permit is required, please contact Asheville Parks and Recreation at 828-259-5800 or parks@ashevillenc.gov.

* Note: Some facilities are limited in size, are used for more than purpose, or have special public safety concerns. Non-permitted events that interfere with other uses at these facilities, or that compromises the safety of the participants or the public, may be directed to other locations, or the event organizers may be requested to pay the unanticipated costs of City personnel and resources expended in responding to the event. Organizers are encouraged to check with City officials before planning an assembly or event at the following facilities: Vance Monument and Pritchard Park.

OUTDOOR SPECIAL EVENT RULES & REQUIREMENTS

1. City Parks

The City Park Use Fee is \$100 for the first three hours, and \$25 per hour after three hours. Any Special Event utilizing a City Park and/or accessing a portion of a City Park is subject to the City Park Use Fee. Parking on the grass in any City Park is strictly prohibited. Violators will be towed at the owner's expense. This includes Event Organizers and producers. All City Parks have a 10:00 p.m. curfew unless authorized for extended hours by the Director of Parks and Recreation. (*Memorial Stadium ball fields and other special facilities may require additional fees.*)

2. Noise

Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the City's noise ordinance is assured (see Article IV, Section 10-81 on Excessive, Unreasonably Loud, and Disturbing Noise). Event Organizers should be sensitive to local businesses when preparing sound equipment for special events and are highly encouraged to perform sound checks and other same type activities after business operating hours (**5 p.m.**). The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. **Complaints of loud, disturbing, or unnecessary noise will result in the immediate revocation of the permit by the City of Asheville Police Department.**

3. Security

The Event Organizer should understand the following:

- If the Office of Special Events Task Force determines that security is needed for an event, it is the Event Organizer's responsibility to provide security through the City of Asheville Police Department. The expense of providing off-duty officers for the event is the responsibility of the Event Organizer.
- Event Organizers may be required to provide Workman's Compensation Insurance to cover off-duty officers.
- If the event consists of over 100 attendees, the event coordinator must complete the Emergency Planning form ([download separately](#)).

Contact the Asheville Police Department at 828-259-5885 for more information.

4. Public Safety

In compliance with the Asheville and North Carolina State Fire Prevention Code, the Asheville Fire Department may require the applicant to develop a plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event. This plan must be reviewed and approved by the Asheville Fire Department before a permit can be issued.

If required, the Event Organizer's plan may be required to include:

- An EMS vehicle access map in to and out of the event area,
- A fire protection plan if the event includes activities that may present a fire risk,
- A parking plan,
- A concession placement map,
- An EMS "first responder" and/or ambulance service coverage plan.

Contact the Asheville Fire Rescue at 828-259-5640 for additional information.

5. Parades/Runs/Walks

Groups or organizations wishing to hold a parade, run or walk *that will impede the flow of pedestrian or vehicular traffic* must secure a parade/run permit ([download separately](#)). The Event Organizer may request a parade escort (\$20.00), which provides for one car and one police officer for one hour. The Office of Special Events Task Force, which includes a representative from the Asheville Police Department, may require the organizer to provide for one or more escorts as deemed necessary. The Asheville Police Department will determine final parade security. If additional officers and/or cars are deemed necessary, the Event Organizer is responsible for these costs. **Contact the Asheville Police Department at 828-259-5885 for information on estimated expenses.**

If animals are planned to be present during the event, the event organizer will be fully responsible for the collection and proper disposal of all waste generated from the animals. Should the event organizer not clean the waste generated from the animals, the Public Works Department will take the necessary steps to rectify the situation and all costs associated with the cleanup will be forwarded to the event organizer.

6. Block Party

To receive a permit for a block party please complete the Special Event Application ([download separately](#)) as well as the City Of Asheville Engineering Department Temporary Street/Lane/Parking/Sidewalk Closure Permit application ([download separately](#)). Along with the application, the event coordinator must provide a site map, and a signed petition by the homeowners that will be affected by the closure. The petition must state the date, time, and location of the block party. The permit fee is \$50.00. This includes the permit and four (4) barricades.

7. Tents & Other Structures

The North Carolina State Building and Fire Codes regulate the construction and placement of any structure, including tents, canopies, and shelters constructed of canvas or other pliable materials no matter how supported, as well as platforms, stages, reviewing stands, bleachers, and all other structures. The City of Asheville Unified Development Ordinance also regulates the placement of such structures through a requirement for a Zoning Permit. Erecting tents, stages, or other structures without the required Building, Zoning, and Fire prevention permits may result in fines, orders to remove the structures, and other possible penalties.

Organizers of Special Events that take place in the City of Asheville must be aware of the permitting process for any structures as indicated above. This applies to all Events regardless of their sponsorship status. Organizers are responsible for making sure that permits are applied for and in place prior to the Event date.

In order to apply for a permit, the organizer must:

- 1) Draw up a map of the Event site that shows the location of all tents, canopies, platforms, stages, kiosks, booths, etc.
- 2) Submit the map with the proper permit applications to the Development and Permitting Office of the Building Safety Department ([download separately](#)).
- 3) Co-sponsored Events must follow the same procedure even if the fee has been waived.
- 4) The Organizer must have a copy of the approved Building, Zoning, and Fire Preventions Permits (as applicable) on site during the course of the Event.
- 5) Tents with cooking or open flame shall be required to have an attached label indicating flame resistance by NFPA, California State fire Marshall, or other approved testing agency.

Permit applications for Building, Zoning, and Fire Prevention Permits must be received in the Development and Permitting Office of the Building Safety Department at least 10 working days prior to the event.

Requirements for tents include:

- No tents may be staked into asphalt.
- All tents must be secured or weighted down at all corners.
- No tent may be erected in front of a building used as a place of public assembly, within fifteen feet (15 feet) of a fire hydrant, or in any way obstructing any building exit or doorway.
- Tents may not block streets. A minimum of 12 feet clearance must be maintained on all streets.
- All tents may be inspected and approved before occupancy or use by the public.

There are additional requirements for tents depending on size and use. Canopies 700 square feet or less, or when the aggregate total of multiple canopies side by side do not exceed 700 square feet without a fire break of twelve feet, are exempt from being certified as flame retardant treated or requiring a building permit for setup, if **all** the following are met:

- No enclosing side walls are present,
- A minimum of twelve feet clearance is present from other structures or tents,

At least one UL rated 2A: 10B:C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking. Additional extinguishers may be required after the inspection.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat bottom such as a plastic carton, a signpost or permanent electric pole.

For more information call the Building Safety permitting office at 828-259-5845 and the Asheville Fire Department at 828-259-5640 in advance of the event.

8. City Street, Lane & Sidewalk Closures

Blocking of all or a portion of a street will require a traffic control plan approved by Traffic Engineering Division. The Event Organizer, along with the Outdoor Special Event application, must complete the City of Asheville Engineering Department Temporary Street/Lane/Parking/Sidewalk Closure permit application ([download separately](#)). The cost of the street closure permit is \$25. Other charges may apply to a Street/Lane/Parking/Sidewalk Closure as determined by Traffic Engineering, including the cost of barricades, cones or other city resources. No posters, signs or similar materials may be attached to or placed on barricades. For emergency purposes barricades shall not be blocked in any manner. Vehicles obstructing barricades or fire lanes will be cited for a violation of the fire code and may be towed and stored at the owner's expense. Sidewalks are to be used for public refuge and pedestrian traffic only and must remain clear and unobstructed in case of emergency (unless the closure permit specifically states that the sidewalk is to be closed).

The Ordinance Prohibiting Crossing Barricades and Tampering with or Removing Barricades is as follows: It shall be unlawful for any person to cross or attempt to cross, tamper with, or remove any barrier from any public street or highway. A violation of this article shall constitute a class 3 misdemeanor and shall be fined no more than five hundred dollars (\$500).

9. Electricity

A licensed electrician contracted by the Event Organizer must provide for any and all electrical requirements beyond those, which already exist at the proposed event location. Any and all additional electrical work installed at the proposed event location must be permitted, inspected and approved by the Director of Parks and Recreation and the Building Safety Department of the City of Asheville. Specific requirements for the use of electricity must be submitted and approved at the time of application for a special event permit. Power provided by extension cords from a building shall not pass through doorways or windows but shall be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords shall be grounded and shall not be placed over walking surfaces.

10. Food Sales

Health Department inspections are now required for **all** food vendors at **all** events. It is **your** responsibility as the organizer of the event to contact the Buncombe County Health Department *four weeks prior* to the event and advise them of your food vendor participation. **Contact Eddie Shook with any questions regarding health inspections at 250-5016 x5027.**

The Event Organizer should understand the following:

- Event Organizer is responsible for following all rules and regulations regarding any food preparation and service as established by the Buncombe County Health Department.
- A fee may be required per booth per event.
- Inspectors have the right to close booths operating outside of health regulations.
- All permits must be clearly displayed.
- No bottles or cans are allowed on City property.
- Beverages must be served in paper or plastic cups.
- Event Organizer is responsible for all clean-up including grease removal.

11. Vending

The Event Organizer is responsible for procuring vendors for the event. All vendors may be identified with uniform identification indicating that they are a part of the event. If identified, a copy of this identification must be submitted to the Asheville Parks & Recreation staff person assigned to the event in advance of the event. Vendors approved by the permittee for the special event shall not be required to secure an outdoor dining permit or an outdoor merchandise area permit for the time period of the event. All special event permitted groups supersede local performance and vending licensees.

12. Portable Toilets

It is the responsibility of the Event Organizer to provide adequate on-site toilets to facilitate the specific needs of their event. The number of toilets is determined by the type and size of event in consultation with the City of Asheville Festival or Event Coordinator. Handicapped accessible toilets are required for all special events requiring portable toilets. The Buncombe County Health Department must permit all portable toilets at least 45 days prior to the event. All portable toilets must be maintained daily if contracted for a multiple day event. **For more information contact the Buncombe County Health Department at 828-255-5671.**

13. Sanitation

The Event Organizer is responsible for making arrangements with the City of Asheville for litter and debris cleanup of the special event sites both during and after the event. The Event Organizer is responsible for all costs should the City be required to clean up following the event. It is recommended that the Event Organizer bring extra trash receptacle liners to replace full bags. Full bags should be placed in a central location for Sanitation pick up at a later time. **Contact Cliff Martin at 828-259-4518 for more information.**

The Event Organizer should understand the following:

- The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.
- The Event Organizer will post an **additional \$50.00 clean-up deposit** to be included with the Outdoor Special Events application if grease or other similar waste will be utilized in the event.
- Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 22 of the Asheville Fire Prevention code.

14. Insurance and Liability

The Event Organizer should understand the following:

- If required by the City's Risk Manager, the Event Organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to do business in North Carolina. **All event organizers with co-sponsorship status are required to provide documentation of One Million Dollar General Liability, naming the City of Asheville as the Certificate Holder, as well as Additional Insured.** This policy must protect the City of Asheville, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the permittee of the Festival or Special Event. The City of Asheville must also be named as an additional insured. The City of Asheville Risk Manager must receive a copy of insurance policy included with the Event application. Insurance requirements are as follows:

\$1,000,000 bodily injury to two (2) persons; \$500,000 bodily injury to one (1) person;
\$100,000 property damage.

The City of Asheville at its discretion may waive the insurance requirements for small events.

15. Banners

Banners may be hung in conjunction with a permitted festival and/or special event in accordance with the following:

Allowed

Banners on freestanding polls
Banners on the side walls of buildings (w/permission of the owner)
Banners on tents

Not Allowed

Banners across or over streets or overpasses
Banners on light poles or utility poles
Banners on barricades
Banners on awnings or decks

16. Alcohol

Both the City of Asheville by Ordinance and North Carolina by State Law regulate the possession, sale and consumption of alcoholic beverages. Special permits and licensing are unconditionally required to sell or serve alcoholic beverages at an Outdoor Special Event held in the City of Asheville. A two-part application process that includes an application to the North Carolina Alcoholic Beverage Control Commission and to Asheville's City Council are required to obtain legal permission. Any event that includes the possession of alcohol is required to have a minimum of two (2) APD officers at coordinators expense in attendance. The Event Organizer is responsible for filing for and obtaining all required permits and special licenses. For information about obtaining the required permits and special licensees, please contact Janet Dack at 828-259-5738 or jdack@ashevillenc.gov.

17. Fireworks

A fireworks permit (\$350.00) is required to display fireworks in the State of North Carolina. Application must be made in writing to the **City of Asheville Fire Rescue (828) 259-5640** not less than sixty (60) days prior to the date of the proposed display of fireworks. A copy of general liability insurance in the amount of \$1,000,000 listing the City of Asheville as the certificate holder and as additional insured must accompany the application. Once the application is received along with payment for the permit, a code enforcement officer will conduct a pre-show set up and a walk through inspection. **Contact the City of Asheville Fire Rescue 828-259-5640.**

Street Closing Permits must be obtained if the event is not held in a City Park.

The Event Organizer should understand the following:

- Event Organizer must provide public notification to all adjacent businesses and residents of the date and time of the event with a description of the roads to be closed 1 week (seven days) before the event, however two weeks is recommended. A copy of the notification must be submitted to Asheville Parks and Recreation.
- Event Organizer must maintain a twelve (12) foot lane on all blocked streets/roads for emergency vehicle access.
- Services provided by the Public Works Department for non-sponsored events are paid by the Event Organizer, and are payable in advance of the event.
- Street/Sidewalk closings require the use of traffic control devices as set forth in the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- Unless the event is co-sponsored by the City of Asheville, the Event Organizer is responsible for all charges and rental fees incurred by the use of traffic control devices used for street or sidewalk closings.

City of Asheville Fees

A Note to All Event Organizers:

Due to the Pack Square Conservancy construction project, the area between and including City County Plaza through Pack Square is unavailable as a location for special events in 2006. The anticipated date of the re-opening of the area is June 2007. Please see the Pack Square Conservancy website for updated construction information, www.packsquare.com.

Item	Fee	Payable to:
Special Events Application	\$25	City of Asheville (Park & Recreation)
Street/Lane/Sidewalk Closure Permit	\$25	City of Asheville (Traffic Engineering)
Meter Bags	\$10 per single parking space	City of Asheville (Traffic Engineering)
Banners (Temporary Sign) Permit	\$10 per banner	City of Asheville (Public Works Zoning Office)
Park Use Fee	\$100.00 for first three hours; \$25 for each additional hour	City of Asheville (Parks & Recreation)
Fireworks	\$250.00	City of Asheville (Fire Department)
Tents	\$45.00-\$90.00 per trade (dependent on number and location)	City of Asheville (Building Safety Department)
Electrical	\$45.00	City of Asheville (Building Safety Department)

Equipment:	
12x16 Versilite Stage	\$150
20x24 Versilite Stage	\$250
10x10 Tent	\$50
20x20 Tent	\$200
Tables	\$1
Chairs	\$0.50
PA w/4 mics	\$100
First Time Alcohol Permit Fee	\$150
Returning Event Alcohol Permit Fee	\$50